

Message

From: O'Connor, Misti [O'Connor.Misti@epa.gov]
Sent: 11/13/2014 8:27:42 PM
To: Mason, Steve [mason.steve@epa.gov]
CC: Patrick, Dwayne [Patrick.Dwayne@epa.gov]; Ortiz, Diana [Ortiz.Diana@epa.gov]; Malooly, Tom [Malooly.Tom@epa.gov]; Kirst, Tina [kirst.tina@epa.gov]; Martin, Sharon [Martin.Sharon@epa.gov]; Stanley, Deborah-j [Stanley.Deborah-J@epa.gov]; Albright, Glodine [albright.glodine@epa.gov]; Whitener, Susan [Whitener.Susan@epa.gov]
Subject: FOR OFFICIAL USE ONLY - DO NOT RELEASE OUTSIDE OF REGION 6 OR EPA STAFF - FOIA # EPA-R6-2015-000615 - Deepwater Horizon - SSID # Z6DW
Attachments: EPA-R6-2015-000615 Control Sheet (2).pdf; Potentially Responsive Metadata EPA-R6-2015-000615_Content Analyst.xls
Sensitivity: Private

Mr. Mason,

Attached is a metadata extraction spreadsheet for documents we extracted from Superfund Information System (SIS) for processing into SEMS for FOIA # EPA-R6-2015-000615 / Deepwater Horizon.

We have reviewed and indexed the documents in accordance with our SOP. Please confirm these are correct. To assist you with your review, please note that there are three tabs at the bottom of the spreadsheet. The first tab provides information regarding the Access Codes, the second tab is the list of documents with hyperlinks requiring your review, and the third tab provides information regarding Phase Activities.

Also, please indicate on the spreadsheet whether the documents are responsive and provide any additional guidance regarding any changes that might be required. Once we receive your comments on the returned spreadsheet, we will then upload the documents into SEMS according to your instructions.

If you would please complete your review of the documents listed under the second tab of the spreadsheet and return the Excel file back to me, it would be greatly appreciated. Please contact me if you have any questions.

Thank you,

Misti O'Connor
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